* In your paper, you will *argue.* You will state your position and then prove that your position outweighs other positions.
* Tell everything in your opening paragraph. Research papers are intended to persuade, not surprise. After reading your opening paragraph, your reader should have a strong idea about *your argument* and about *how you are going to prove your argument*. If your reader wants surprises, he can read a spy novel or go to the movies.
* Gather your ideas into buckets and don’t let the buckets “leak” into each other. Cover each topic thoroughly and then move to the next topic.
* Historians almost always present their material in chronological order. You should too.
* The length of your paper might best be calculated by using the “word count” function in your software. Typically, you will put 250 words on a page. Paper length does not include the Works Cited section.
* You must have FIVE sources for your paper. One source must be a hard copy text that is not your textbook. Your textbook is an excellent source.
* *Every citation* in your text must be added to the Works Cited section of your paper. *Every entry* in your Works Cited section must be cited in your text.
* In the Works Cited section of the paper, you must use the format set out in the “Citations Powerpoint” and in the “Citations\_short form” document. Find these on the Wikispace.
* Use Times New Roman font; font size 12; one inch margins; double-spaced in the main text; single-spaced in Works Cited section at the end of the paper.
* Submit the paper in hard copy. I can help you with initial edits on Google Docs, but you must submit final work in hard copy.
* Every day late costs 5 points.
* Use normal line spacing between paragraphs. Do not “fluff” your work with “white space” to make it longer. This makes you appear unprofessional.
* Use pictures and charts in your paper. This is terrific. However, place all of these images at the *end* of your paper. Refer to them in your paper as (Figure 1) or (Chart 3).
* Squiggly line underneath your text means something is wrong, usually your wording or grammar. If you do not see an error, see me right away.
* “lc” means “lower case.”
* “¶“ or “backwards letter ‘P’,” means “make a new paragraph.
* “CITE” means “you need a citation here.
* “⌃” means “insert a word or phrase here.”
* “TUTORIAL” means you *must* come see me during tutorial period within three school days
* “SP” means “spelling error”
* means “delete”
* “?” means “I don’t understand what you have written. Try re-writing it.”
* “WC” means “problem with Works Cited.” Either you did not make an entry for your citation in the Works Cited section or the entry has errors.
* “CP” means “see the citations powerpoint.”